
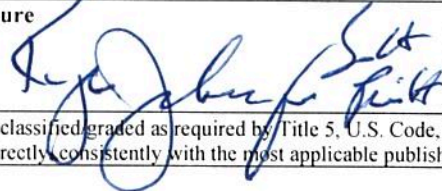



United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Washington, DC		<b>2. POSITION NUMBER</b> EPES13007	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
		b. Title		c. Pay Plan	d. Series
Official Allocation	Deputy Chief of Staff for Operations		ES	0340	00
4. Supervisor's Recommendation		Deputy Chief of Staff for Operations		ES	0340
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
7. ORGANIZATION (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator			g.		
c. Immediate Office			h. Employing Office Location Washington, DC		
d.			i. Organization Code		
<b>8. SUPERVISORY STATUS</b>					
<input checked="" type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Ryan Jackson, Chief of Staff			E. Scott Pruitt, Administrator		
b. Signature		c. Date	e. Signature		f. Date
		7/2/17			7/2/17
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. <b>Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation This position	
<input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> may be IA'd <input checked="" type="checkbox"/> may not be IA'd <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination		f. Functional Classification Code			
<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input 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g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
88888		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)			
j. Date					
07/05/17					
<b>11. REMARKS</b>  Top Secret Clearance					



## **DEPUTY CHIEF OF STAFF FOR OPERATIONS**

### **ES-0340-00**

#### **Major Duties and Responsibilities**

1. Serves as Deputy Chief of Staff to the Administrator and provides advice and counsel on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Administration in order to make recommendations to the Administrator concerning the development and implementation of major policies and programs of the Agency.
2. Represents the Administrator and the Agency with the White House Cabinet Affairs on a wide range of programmatic policy issues. As such, ensures all environmental policy and programmatic issues and impacts are considered in all regulations and policies being promulgated across the federal government.
3. Serves as a key Agency contact on Homeland Security issue in dealings with the White House and other federal departments and agencies. Ensures all national environmental vulnerabilities are identified and addressed to protect our nation's environment and the public's health and well-being.
4. Represents the Chief of Staff in meetings or conferences with other government agencies. Provides information and advice concerning the Agency's activities and programs and interprets existing proposed plans and programs. Stimulates interest, elicits support, works out agreements at all levels, and advises the Chief of Staff on what courses of action should be taken. Applies a broad and comprehensive knowledge of programs to promote plans and policies of particular concern to the Chief of Staff.
5. Establishes contacts at the highest levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations pertaining to the Agency's activities. Ensures that top management officials are fully aware of various environmental issues, many of which may be particularly sensitive or controversial. Must keep currently alert and informed on all pertinent proposals, policies and programs of agency-wide scope and on sensitive policy issues. These issues are broad based, touching upon wide program areas of activities and involving relationships with other government agencies, various interest and media groups.
6. Responsible for keeping currently alert and informed on all policies, programs and procedures of an agency-wide scope and knowledgeable of substantive programs and organizational interrelationships. Assists in the compilation and review of all briefing materials for the Administrator's use for public appearances and out-of-town engagements to ensure that the documents reflect the Administrator's point of view, pertinent Agency policy and the Administration's priorities. The incumbent must anticipate which issues may be particularly sensitive or controversial to ensure that the Administrator has the necessary background information in advance of her engagements.
7. Independently investigates the environmental and social impact of existing and proposed Agency programs, assessing the real or potential impact on programs and providing definitive

policy or program alternatives to minimize or solve highly sensitive problems. Designs policy strategies for uniform remedies to be applied on a categorical basis.

8. Represents the Chief of Staff at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the Environmental Protection Agency's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Chief of Staff and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Chief of Staff on courses of action which should be taken.

9. Provides advice to the Chief of Staff and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational or program matters. Arranges for the implementation of specific policies and solutions developed, including making action assignments to the appropriate organizational element.

10. Attends conferences for the Chief of Staff within EPA to convey her point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Chief of Staff on matters discussed and recommendations made.

11. At the direction of the Chief of Staff, monitors and assesses the actions involved in organizing, evaluating and coordinating specific Agency management programs so as to achieve the policy objectives decided upon by the Chief of Staff with special emphasis on those programs and projects assigned to the incumbent for development and/or execution. As requested, reviews resources, planning and manpower data and assesses the allocation and utilization of resources required to accomplish specific portions of the Agency's management programs within the parameters established by legislation, OMB, and/or Agency policy. Recommends changes or improvements, as required.

12. In the absence of the Chief of Staff, assumes full responsibility for all political duties, as assigned.

13. Performs other duties of a close and confidential nature, as assigned.

### **Supervisory Controls**

Receives broad general direction and policy guidance from the Chief of Staff. Within this framework, incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.